

City of Columbia, Missouri

M E M O R A N D U M

Date: January 2, 2019

To: CPD Command Staff and Interested Candidates

From: John Glascock, Interim City Manager

Re: Appointment of Interim Police Chief
Guidelines for Submission of Letter of Interest

As Interim City Manager, it is of utmost importance to me that there be stability and transparency in city government as we work toward making progress on implementation of the highest priority goals established by the City Council. The resignation of the Police Chief has created the need to fill the position of Police Chief on a temporary basis until such time as a permanent City Manager is hired by the City Council and the new City Manager is able to fill the Police Chief position permanently.

If you have an interest in helping make a positive impact during this interim period by serving as the Interim Police Chief, please submit to me a Letter of Interest to fill the position by 5:00 pm on January 10, 2019. In addition to highlighting your background and the qualifications which make you suited for the position, please describe in your letter how you would intend to make positive advances on the following issues if appointed as the Interim Police Chief:

Issues to be addressed:

1. Unity of staff within the Columbia Police Department as a whole;
2. Implementation of the City Council resolution on community policing (R 28-17A);
3. Racial disparity contained in the Vehicle Stops Report and steps, if any, needed to become more in line with the demographics of the city of Columbia; and
4. Analysis and review of existing departmental policies with an eye toward officer safety and respect for the citizens.

The Interim Police Chief must be a leader by example and must have the skills to unite staff to achieve common goals and objectives. The selected individual will have high visibility in the community and will need to have the capacity to make tough decisions, making such individual accountable not only to the Interim City Manager but also to the department staff and the community.

Process:

1. Letters of interest due no later than January 10, 2019 at 5:00 pm.
2. All letters of interest submitted to the Interim City Manager will be reviewed by a Review Team consisting of the following: Human Resources Director Margrace Buckler, City Counselor Nancy Thompson and Interim City Manager John Glascock.
3. Review Team will meet with CPOA leadership team to discuss priorities and listen to their comments.
4. Review Team will select a minimum of three(3) candidates to interview.
5. Second interviews may be conducted, if deemed necessary or advisable by the Review Team.
6. Interim City Manager will notify the selected candidate and will make the appointment of the Interim Police Chief.
7. All candidates will be notified of the selection and the Interim City Manager will issue notification to CPD staff, the City Council, and the community.

Special Considerations:

As indicated above, the position of Interim Police Chief is a temporary assignment until such time the permanent City Manager is hired and able to fill the Police Chief position permanently.

The position of Interim Police Chief is an unclassified position.

If selected as Interim Police Chief, any relatives or domestic partners of the Interim Police Chief employed within the Columbia Police Department will need to be reassigned to an open position within another city department, take a temporary leave of absence without pay, or take such other action as determined by the affected employees to remove all supervisory authority during the period of the temporary appointment.

Pay and benefits for the position will be as set forth in city policies.

JDG